



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/20/19	<u>Interviewer:</u> SGS	<b>RFA # 19-00</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    ☐ Male    ☒ Female    ☐ Other :  
                                  ☐ He/Him/His    ☐ She/Her/Hers    ☐ They/Them/Theirs    ☐ Other :  
                                  ☐ Administrator    ☐ Faculty    ☐ Staff    ☐ Student

Concern Regarding:    ☒ Male    ☐ Female    ☐ Other:  
                                  ☐ He/Him/His    ☐ She/Her/Hers    ☐ They/Them/Theirs    ☐ Other :  
                                  ☐ Administrator    ☐ Faculty    ☐ Staff    ☐ Student  
                                  ☐ Other:

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
2/20/19	SGS meets with [REDACTED]	[REDACTED] Professor in [REDACTED], expressed concerns about [REDACTED], Senior Instructor in [REDACTED], who she says followed her out of building after work and she felt he was intentionally following her as she was heading toward her parking lot. She said she was concerned because she has had a past experience where she believes [REDACTED] made unwanted advances toward her when he visited her in her apartment. SGS reviewed protocol and [REDACTED] said she is not interested in filing a formal complaint. She and [REDACTED] are in the same department and the only resolution she wants is assurance that he does not interact with her in the future.

2/22/19	SGS meets with [REDACTED] accompanied by Ricardo Lopez, union rep;	SGS indicates to that there is no formal complaint; discusses [REDACTED] concerns. [REDACTED] denies following [REDACTED] to her car and indicates that he parks in the same area that she does and that was way he was heading across Red Square. It just happened to be at a similar time to her walking to her car [REDACTED] denies any type of advances regarding the past visit he made to [REDACTED] house and said he was following up with her regarding a book. He agreed to have no contact with her.
2/27/19	SGS meets with [REDACTED]	SGS confirms that she has met with [REDACTED] and that he denied that he was following her to the parking lot and explained that he parks in the same area as she does. She also told [REDACTED] that [REDACTED] denied making any advances toward her, but that he agrees to have no contact with her in the future. [REDACTED] was satisfied with the outcome and thanked SGS.